what's new

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Contact us
Log work requests at
www.nd.gov/vr

(701)328-2773

Available by popular demand...

Expanded Access for Voucher and Buyer Roles

Based upon feedback at our user group meetings in September, OMB added Vendor Inquiry access automatically to all users assigned with the Buyer or AP Data Entry roles. It's much easier to find vendors using this Vendor Inquiry than through the lookup fields in Voucher and PO screens. Navigate to this inquiry at **ND Utilities & Interfaces > Procurement & Vendors > Vendor Information**.

Viewing a vendor from this screen provides helpful information including: vendor status (Approved or Inactive), 1099 reportable status, vendor addresses and contact information. No vendor locations are provided because of the confidential data stored in them. For more instructions on how to use this page, please see http://www.nd.gov/vr/services/docs/instructions-for-limited-vendor-inquiry.pdf.

Some of you may already have access to this screen, but now everyone with these roles can look up vendors. Users with Voucher Approval or other roles can still have the NDS_ALL_VENDOR_INQUIRY role, but it will only be automatically assigned to the roles mentioned above.

Trivia for voucher entry staff

1. An individual submits a Non-employee travel reimbursement claim. When you search on his name in PeopleSoft, you see a seven-digit vendor number beginning with a 0 or a 7 that is active and available to pay. Do you:
   A. Use the vendor's default location and use Account 521060 for coding the expenses.
   B. Use the default location, but use the same Account numbers as you would for a state employee.
   C. Select the 1099 location, if available, since this person does not work for your agency, and use Account 521060 for all traveling expenses

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Bidder Registration Vendor Registry Agency eServices

Trivia continued

2. You need to reimburse one of your agency's employees for college tuition and this person has already received $5,250 of tuition reimbursements this year. You enter their employee ID number as the vendor number. Do you then:
   A. Use the default HOME location and Account number 611035.
   B. Select the 1099 location with Account number 611035 to make sure that the benefit is taxed.
   C. Use the default HOME location and Account number 611030 because you are not sure how much this employee has been reimbursed this year for tuition.

Answers on LAST page.

Mark Your Calendar!

• January 3rd, 2012	All agencies should run both the NDS_1099_ACTIVITY and NDS_1099_MISMATCH queries, they give you different information.
• January 20th, 2012	All agencies must have their 1099 corrections complete. If you need help from Vendor Registry, contact us before this date.
• January 20th, 2012	AFTER your corrections have been made, run the NDS_1099_ALL_AMT_REPORTABLE query and compare against your corrections. Any problems with the query results should be submitted as a General Request in the Work Request System to Vendor Registry.
• January 25th, 2012	OMB will be printing 1099 forms.
• January 31st, 2012	Deadline for OMB to mail out the forms from the Capitol.
• March 30th, 2012	Final electronic submission of 1099 reporting to the IRS.

1099 Website and manual

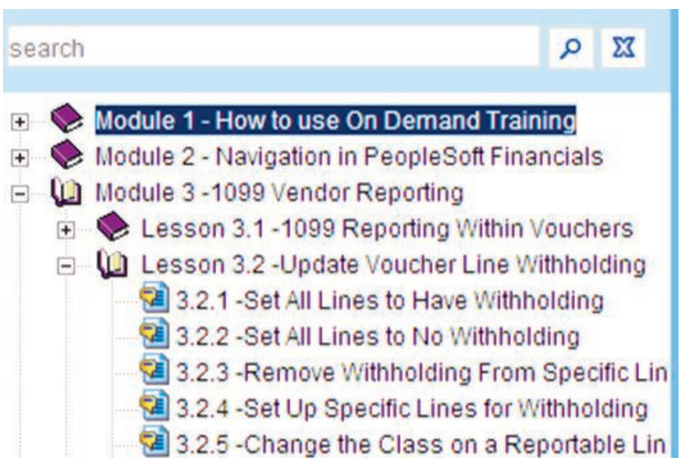
1099 Corrections

If you are a bit fuzzy on how to make those 1099 corrections, OnDemand is the perfect on-demand training guide.

Accessing UPK

* Login to PeopleSoft-Finance and locate the Help icon located on the upper right corner of the screen.

* Once OnDemand has been opened, locate Module 3 – 1099 Vendor Reporting. Expand the index by clicking the plus(+) signs to drill down to the topic you wish to view.



Helpful Hints!

⇒ When viewing a lesson use the ‘Try It’ mode.

⇒ ‘Print It” - use this option to print your job aid.

IF YOU NEED ONE-ON-ONE TRAINING ON 1099 REPORTING, PLEASE CONTACT BEV HAMAN BEFORE JANUARY 1ST. Once 2013 begins, there will be no free time to spend on training – only for putting out “fires.”

Answers:

1. The correct answer is **B**. These instructions can be found at Policies on Paying State Employees:
   When a worker employed by another agency submits a travel reimbursement form for attending a meeting or conference at your expense, they must complete Travel Expense Voucher SFN 52785 as if they were employed by your agency. SFN 10230 (or similar agency forms) for Non-Employee Travel Reimbursement claims are to be used strictly for individuals who are not on the state payroll system (e.g., higher education, counties, private sector). Because of this, account 521060, Non State Employee Travel, only applies to those individuals who are not on any state agency payroll. Use of the correct form will supply you with the worker's EMPL ID for payment. Use the default "**HOME**" location for these vouchers.

2. This was a trick question. The best answer is **A**, if you know that the employee has already received $5,250 in tuition reimbursement during that calendar year. However, if the person entering the voucher is not the same person who is tracking your agency's educational benefits, it is best to follow **C.**
   The supervisor or manager tracking this benefit can have you enter a journal voucher later to change the account number from 611030 to 611035 for any amounts above the $5,250 yearly maximum. Confused? Please see bullet #2 regarding Educational Benefits at Policies on Paying State Employees.

Access the Work Request System

Happy Holidays!

Vendor Registry would like to wish you and your family safe travels and a joyous holiday celebration.